

GRAND VALLEY STATE UNIVERSITY  
OCCUPATIONAL THERAPY PROGRAM  
ADMISSIONS POLICY

Admission to the Occupational Therapy Program at GVSU will occur annually, in the winter semester of the year of desired program entry. The Program will begin reviewing applications on January 15 of that year, for admission to the program in the fall of that year. Applications will be accepted up until July 15, before classes begin, however, review by the OT Admissions Committee will occur based on the order in which applications are received until the class has been filled. Therefore it would be prudent to submit your materials as early as possible.

Admission to the Program is competitive, and the Program is able to accept up to 30 students for each class. Acceptance into the Occupational Therapy Program is based on applicant performance on a two-phase comprehensive assessment, which includes:

<b>PHASE I</b>	<b>POINT VALUE</b>
1) <b>GPA (minimum 3.0 in both categories)</b>	
a) last 60 hours of undergraduate work	<b>0 – 10</b>
b) performance in prerequisite courses	<b>0 – 20</b>
2) <b>Letters of Recommendation (2)</b>	<b>0 – 10</b>
a) from an academic professor who can attest to the quality of your work	
b) from an OTR who can attest to your work relative to the requirements in occupational therapy (non-traditional students may have a Letter of Recommendation from an employer)	
c) use GVSU recommendation letter forms please – letters submitted without the GVSU form will not receive any credit	
d) Provide envelopes to recommenders to have letters sent directly to GVSU Admissions	
3) <b>Achievement Summary Form</b> (maximum 20 pts in all categories combined and a minimum of 8 points total)	<b>0 – 20</b>
4) <b>Documentation of Experience</b> - 50 hours of volunteer work under OTR. Provide envelope to OTR and include with other materials to GVSU Admissions Office	<b>Credit</b>
<b><u>Minimum Score</u></b>	<b><u>30 of 60</u></b>
 <b>PHASE II</b>	
5) A personal interview with two interviewers, one faculty and one clinician, and a group interview activity.	<b>0 – 25</b>
6) An on-site writing sample, using GVSU Writing Department's criteria.	<b>0 – 24</b>
<b><u>Minimum Score</u> *</b>	<b><u>70 of 109</u></b>

\* Includes a combined interview score of 18 points or higher

The Program will accept only those candidates who demonstrate consistent above average academic and interview performance, and a pattern of involvement in the activities represented on the Achievement Summary Form.

## ADMISSIONS PROCEDURES

Application to the Program may be made at any time, but the Program only admits once per year. The first deadline for application is January 15th of the year the student wishes to enroll. The Program begins in the fall semester annually.

1. The student applies by contacting the GVSU Admissions Office and obtaining a Graduate Application. This application must be completed before any admissions forms from the Occupational Therapy Program are submitted.
2. The Admissions Office will start a file for each student who sends in application materials, and when the application is complete and all supporting materials have been submitted, a copy of the file is sent to the Program.
3. A Program Admissions Committee reviews all applications for the following information.

a). GPA of 3.0 or better in all prerequisite courses,	0 – 20
b) GPA of 3.0 or better in the last 60 hours of coursework	0 – 10
c) Two letters of recommendation on the GVSU Recommendation Letter Form	0 – 10
d) Completion of the Achievement Summary (minimum of 8 points total)	0 – 20
e) Documented 50 or more hours of volunteer work under OTR supervision	Credit
<b>TOTAL</b>	<b>60</b>
4. The points from the paper review of the file are totaled for each candidate. Candidates must earn a **minimum of 30 points in the paper review** (with minimum requirements also met) and receive credit for the 50 hours minimum of volunteer work to be considered for the interview phase.
5. Candidates who meet the 30 point minimum (with minimum requirements also met) and volunteer hour credit are contacted for the personal interview. The interviews are arranged for a total of 4 hours. During that period, a member of the faculty and a clinician selected to assist in this process will interview each candidate. Each candidate will also participate in a group activity, and complete an on-site writing sample during this time. Only the social security number to maintain maximum objectivity among the faculty readers identifies writing samples.
6. Interviews and writing samples are rated/scored based on the input of two raters. Each candidate has two interview scores, which are combined; and writing samples are also read and scored by two readers, using a GVSU criterion-based scale. Combined interview and writing samples are valued at 25 points and 24 points each, respectively, to create a total of available points of 109. The combined interview score must be 18 points or higher for the candidate to be considered for admission.
7. Final scores of each candidate are tabulated. There are minimum scores in each category, which the candidates must meet, and The candidate must earn a **total minimum score of 70 points of 109 points and achieve a combined interview score of 18 points or higher** to be considered for acceptance into the Program.
8. The Program Admissions Committee then reviews the candidate files for accuracy, looking for calculation errors.
9. Once the Program Admissions Committee is satisfied that all candidates have been given equal opportunity to demonstrate their abilities, the candidates are ranked on a total score basis, and the top 25 candidates (minus early admits from CMU and Hope; and deferrals) are sent a letter offering them seats in the Program. They are asked to provide a written reply within a two week deadline. The balance of candidates over 25 (minus early admits from CMU and Hope; and deferrals) are considered alternates for admission and are ranked according to total score. Each alternate candidate is offered admission one for one in rank order if any of the original 25 candidates declines admission.

10. Candidates who are not selected are informed by mail as well. These individuals are offered an opportunity to meet with a member of the occupational therapy faculty to discuss why they were not accepted, and to be advised regarding whether they should consider reapplication, and what they might do to strengthen their application for the next round of admissions. This advising session is recorded and placed in the candidate's program file for future reference.

### **INTERACTIVE INTERVIEW AND ON-SITE WRITING SAMPLE PROCEDURES**

1. Candidates are notified by mail that they have been selected for an interview, and are assigned a date to come for an interview and to do an on-site writing sample. Candidates are told to allow 4 hours for completion of the total process. Candidates are given a copy of the writing sample criteria in advance.
2. Upon arrival, Program staff greets students, and refreshments are made available. If possible, current students are asked to be available to meet with candidates.
3. Candidates are then called in for individual interviews, as described below, according to a pre-arranged schedule. These individual interviews generally take approximately 45 minutes.
4. Following the individual interviews, candidates are randomly assigned to a group. Candidates are asked to complete a group activity in addition to the individual interview. The activity is arranged around the individual interviews and writing samples, but are considered and scored as part of the interview process, and designed to last no later than 45 minutes.

### **INTERVIEWS**

1. Candidates are shown to a room where they are to be interviewed by two representatives of the Program, preferably a faculty member and a local clinician.
2. Candidates are asked to respond to the questions to the best of their ability. Interviewers listen, record, ask probing questions if necessary, and may interact with candidates.
3. After this part of the interview is completed, students will be placed into small groups, and will be asked to perform a group task. The interviewers will use a group interview rating form.
4. After completion of the group activity, interview scores for each candidate are combined and averaged for a final interview score.

### **WRITING SAMPLES**

1. Candidates are arranged in the computer lab and logged into Word to complete the writing sample. They are asked to put only their social security numbers on these samples.
2. Candidates have been asked to read an article from a consumer publication (magazine, newspaper, etc.) prior to the interview date. These items are generally related to health care, but are not specific to occupational therapy. For the writing sample, candidates are asked to summarize the article and offer ways in which they see this content relating to occupational therapy.
3. Following completion of the writing samples, they are printed out and collected and then distributed to faculty readers, along with the rating scale and criteria. Each sample is read and rated by two readers, and their scores are averaged together. Variations of more than five points between raters will require that a third reader examine and rate the sample. This score will also be averaged in to create the final score.